

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code: 2014-UNOPS/AEMO-RSPC-VA-007
Post Title: On-call Driver – 2 positions
Post Level: Local ICA, Level 1 – Retainer based position
Org Unit: UNOPS/AEMO/Serbia Project Center
Duty Station: Belgrade/Serbia
Duration: 1 year, renewable
Start Date: January 2015
Closing Date: 11 December 2014

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) is active in over 100 countries worldwide, in various stages of conflict, post conflict and development environment. It is the United Nations (UN's) central resource for sustainable project management, sustainable infrastructure and sustainable procurement with an emphasis of capacity building as outlined in UNOPS Strategic Plan 2014-2017.

Through a wide variety of worldwide tested best practices, UNOPS has the ability to customize methodologies and implement different development programmes in accordance with the local and national structures. It uses flexible, reliable and well tested procedures and has world class financial and administrative practices.

UNOPS provides strong administrative and financial services and leads both the UN system and most international organizations in ensuring transparency and in management and oversight policies, all beneficial to local and national institutions. It is ISO 9001 and Chartered Institute of Purchasing and Supply (CIPS) certified and is an active member of the International Aid Transparency Initiative (IATI) which makes information about aid spending easier to find, compare and to use; it introduced international accounting standards (IPSAS); and it has project managers and key staff who are all required to be certified in Projects in a Controlled Environment - PRINCE 2.

UNOPS established the Serbia Project Centre (UNOPS Serbia) in Belgrade in April 2013, with a mandate to act as a service provider to its partners - the Government, the Government institutions, local self-governments, regional development agencies and civil society organizations – and support them to expand their own capacities and outreach.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the supervision of Logistics Assistant the On-call Driver will provide driving services for RSPC Project/Programme needs.

The On-call Driver will undertake following activities:

- Provide driving services for RSPC Project/Programme personnel and/or visitors, client as required

- Transport various easy-manageable loads and assist in loading and unloading of transported goods
- Perform refueling of vehicles
- Organize car-washing services for office vehicles
- Assist in organization of regular services and scheduled vehicle repairs
- Assist in submission of VAT exemption forms to tax authorities

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

3. Required Selection Criteria

a. **Education**

- Secondary education
- Driver's license with clean driving record

b. **Work Experience**

- Minimum 1 year of relevant working experience
- Work experience with EU or UN, or another international organization is an asset

c. **Key Competencies**

- Native Serbian speaker and basic knowledge of English language
- Driver's license with clean driving record
- Excellent driving skills
- Formulates written and oral information clearly and persuasively
- Ability to adhere to work assignments and meet designated deadlines
- Demonstrated adherence to UN core values
- Seeks and applies knowledge, information, and best practices from within and outside of UNOPS

Submission of Applications

Additional Considerations

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, updated United Nations Personal History Form (P.11) and copy of driving licence in possession to UNOPS via email to: srpc.vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line.

Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.

For more information on UNOPS, please visit the UNOPS website at www.unops.org